

WASHINGTON

2 April 1948

MEMORANDUM FOR Mr. Mathias F. Correa

SUBJECT: Arrangements for Compensation and Reimbursement

1. Personnel action is being completed to appoint you as a consultant to the National Security Council, with the effective date 13 February 1948.

Consultant's Fee

2. You will receive \$35 per day when actually employed. It will be necessary for your secretary in New York to keep a daily record of all time spent on official business for the NSC, and to submit this record to this office every four weeks. Pay periods are computed on a 28 day basis. For example, the present period covers the time from 21 March through 17 April. In Washington we will consolidate the reports received from your secretary in New York with those kept here and complete the time and attendance reports, which we will submit to the NSC as the basis for computing your earnings for each pay period. Normally, checks should be available within one week after submission of the time and attendance reports to the payroll section.

Per Diem and Travel

3. You will also receive \$6 per diem for all time spent on official business outside of New York in addition to transportation costs and related travel expenses. A separate itemized statement claiming reimbursement for per diem, transportation and other travel expenses should be submitted to this office at the same time as the statement for the time and attendance report. We will complete the official forms in this office and send to you the check when it has been received.

4. In order to avoid needless correspondence, I suggest that when you are next in Washington you sign some blank vouchers so that we may be able to complete these forms each month on the basis of the information you furnish us.

Transportation Requests

5. Instead of being reimbursed for your railroad or plane fares, it seems preferable to issue you a book of transportation requests; otherwise it would not be possible for the government to reimburse you for the 15% tax which you would have to pay for your travel tickets on a cash basis. I am giving you Type A Book No. 28 containing Transportation Requests Nos. XG-2551 to XG-2575, inclusive. These transportation

requests are good for plane or train travel, and where possible should be for the round trip. Attached is a more detailed statement which will assist your secretary in completing these forms for you. Please note that when you submit to this office your monthly statement of claims for per diem, transportation and related expenses you should enclose a carbon copy of each transportation request. I am enclosing a copy of Travel Order No. NSC-481-48 covering the period 18 March through 30 April 1948. It is necessary for you to have your order so that certain information which appears on it can be included on your transportation request.

Period 13 February 1948-3 April 1948

6. In order to establish these procedures with a minimum of trouble, I suggest that you let me have as soon as possible a detailed statement of time and attendance (separately for Washington and New York), per diem, travel and related expenses for the entire period since 13 February 1948, when you first came to Washington, through the present week, 3 April 1948. Hereafter we can follow the procedures recommended above.


Robert Blum

Enclosures 3
Book of TR's
Travel Order
Copy of memo, dated
30 Mar 48 from Chief
Transportation Div.,
CIA, to Robert Blum

Mr. Robert Blum
Office of Secretary of National Defense
Chief, Transportation Division, CIA

30 March 1948

Financial and related administrative details re NSC consultants

In accordance with memorandum from Mr. E.R.Saunders, dated 17 March 1948, above subject, the following listed books of Transportation Requests have been issued to the individuals named:

Mr. Mathias F.Correa - Type A Book No. 28 containing Transportation Requests Nos. XG-2551 to XG-2575, inc.

Mr. Allen W.Dulles - Type A Book No. 29 containing Transportation Requests Nos. XG-2576 to XG-2600, inc.

Mr. William H.Jackson - Type A Book No. 30 containing Transportation Requests Nos. XG-2601 to XG-2625, inc.

Transportation Requests shall be prepared in an original and one copy and all necessary information must be shown thereon including the date and number of the travel order and the appropriation and allotment information. The "Bill to" line should show National Security Council, 2430 E Street, N.W., Washington 25, D.C. The next line reading "Requests the" should show the name of the carrier that is to furnish the transportation or in the case of Pullman accommodations show Pullman Company. The line commencing "For use of" is for the name of the traveler while the next two lines are for insertion of point of origin and destination. In connection with round-trip travel the words "and return" should be inserted following the destination. The line commencing "Route" is to be used in those instances where more than one carrier is utilized, i.e., on a trip from Washington, D.C. to Boston, Mass. the route would normally be via PRR New York/NINH&H RR.

The line for "Appropriation" should be filled in with the allotment information shown in the travel order while the line "Authorization or object" should show the number and date of the travel order. "Place of issue" is usually Washington, D.C. and the line for the traveler's title should show the same title as indicated in the travel orders.

The complete original copy of the Transportation Request shall be presented to the carrier by the traveler while the copy should be retained by him for use as a supporting paper for attachment to his reimbursement voucher. In the event no claim for reimbursement for per diem and incidental expenses is contemplated by the traveler, it is, nevertheless necessary that he prepare a record voucher and support this document with the copy of the Transportation Request. The "Statement of travel" stub of the copy of the Transportation Requests should be filled in by the travelers and left in the book.

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When the requests in the book are exhausted the book cover, with proper information shown on the "Statement of travel" stub, must be returned to this office for appropriate disposition. Any spoiled or cancelled Transportation Requests must also be returned with the book cover. This is necessary since the accountability for CIA transportation requests is vested in the Finance Branch, which, even though the issuing officers of the requests are primarily responsible for their proper use, must maintain proper records and submit necessary reports to the General Accounting Office and to the Treasury Department.

Requests for additional Transportation Request books should be directed to the Chief, Transportation Division, Services Branch, CIA and it is suggested that this be done before your supply becomes completely exhausted.

[Redacted]

Chief, Transportation DIVISION

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TRAVEL ORDER

Date March 18, 1948

Name Mathias F. Correa

Title Intermittent Consultant

Official station Washington, D. C.

Office or branch National Security Council

You are hereby authorized to travel in accordance with the Standardized Government Travel Regulations and applicable provisions of Public Law 600-79th Congress and regulations issued thereunder, during the period and for the purpose indicated below:

From New York, N. Y. to Washington, D. C. and return
as often as may be necessary.

Date effective March 18, 1948 or as soon thereafter as practicable.

Terminating approximately April 30, 1948

Purpose Official business - TDN

Mode of travel authorized as indicated below:

Common carrier.

Government vehicle.

Airplane { Commercial.
 Military.

Vessel { Commercial.
 Military.

Per diem allowance: \$6.00 (while employed on an intermittent basis)

Special authority:

The number and date of this order must be referred to on your voucher claiming reimbursement for the expenses incurred.

Appropriation limitation

1185200 Salaries & Expenses, National
Security Council

Allotment Account No. 1185200

Approved For Release 2003/05/27 : CIA-RDP86B00268R0000050100-0
Management

(Name)

(Title)

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